SIGN HANGING:

IF YOU PLAN TO HAVE SIGNS HUNG FROM THE CEILING, PLEASE CONTACT:

Jenny Chackny
Customer Service Representative
10001 Fannin St • Houston, TX 77045
Office: 832.799.5700 • Fax: 832.415.0517
jchackny@shepardes.com

Or

Wendy Berry
National Account Executive
Shepard Exposition Services
Office: 832.799.5715
wberry@shepardes.com

TO GET AN ACCURATE COST ESTIMATE

GETTING YOUR SIGNS and/or BANNERS INTO THE DECORATOR'S HANDS BEFORE SHOW MOVE-IN WILL

SAVE YOU MONEY!

SIGN ORDER FORM

Houston International Boat, Sport and Travel Show

January 8 - 17, 2016

NRG Center - Houston, Texas

Event Code: T198380116

Discount Deadline: December 18, 2015

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	157.85	205.20	
70010		Horz., 22" x 28"	157.85	205.20	
70011		Vertical, 28" x 44"	240.50	312.65	
70012		Horz., 28" x 44"	240.50	312.65	
70025		Meterboard, 39" x 90.75"	486.75	632.80	
Accessories					
70017		Blank Foamcore, 4'x 8'	42.90	55.75	
70021		Velcro, per ft, min. 5 ft.	2.75	3.60	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	20.00	26.00	
70071		grommets, per sq. ft. - Horizontal	20.00	26.00	
70066		Pockets, per sq. ft. - Vertical	21.50	27.95	
70072		Pockets, per sq. ft.- Horizontal	21.50	27.95	

Code	Qty.	Description	Discount	Regular	Amount
Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	47.20	61.35	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:

Company Name:		**Booth #:**	
Contact Name:		**Phone #:**	
Authorized Signature:			

Subtotal	$
8.250% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

*** All tax rates are subject to change.**

SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

File Submission Media

~ CD-ROM

~ Email attachment (4 mgs or smaller only)

~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

Artwork Dimensions & Color Specifications

~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)

~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

Acceptable Software & Formats

~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat

~ Files should be formatted in high-resolution quality, 100-300 dpi

~ Vector-based artwork preferred with fonts converted to outline

Other Graphic Services Available

~ Artwork/graphic design serivces (70067)

~ Logo reproduction (70052)

~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.

HANGING SIGNS

Attention Getting ● High Visibility ● Great Branding

Easy ● Cost Effective Rental ● Durable Dye Sublimation Graphics

CIRCLE DESIGN			
Code	**Size**	**Discount***	**Regular**
69140	10' x 48"	4813.80	6739.30
69142	16' x 48"	7650.85	10711.20

SQUARE DESIGN			
Code	**Size**	**Discount***	**Regular**
69143	10' x 48"	5853.65	8195.10

TRIANGULAR DESIGN			
Code	**Size**	**Discount***	**Regular**
69144	10' x 48"	4736.75	6631.45

WAVE DESIGN			
Code	**Size**	**Discount***	**Regular**
69145	10' x 48" Single	2086.05	2920.45
69146	10' x 48" Double	2859.10	4002.75

EZ Ordering

All Kits Include:

- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Carrying case
- Basic harness
- Delivery to showsite
- Weighs under 75 pounds
- Rigging not included

Call today to order! 404-720-8652

- Additional shapes and sizes available
- Artwork requirements available

Discount deadline: Wednesday, December 09, 2015

Artwork, hanging sign order and payment authorization form must be received by the Discount Deadline to receive discount pricing.

Exhibit Solutions Phone: **404 - 720 - 8652**
Exhibit Solutions Fax: **404 - 720 - 8757**
Customer Service Email: ESSRentals@Shepardes.com
Event Code: T198380116

Houston International Boat, Sport and Travel Show
January 8 - 17, 2016
NRG Center - Houston, Texas

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.250% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must meet discount criteria above to receive discounted pricing. Payment Authorization must be completed and returned with order. Cancellations will only be accepted in writing 7 days prior to move-in if graphics have not been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.

HANGING SIGNS 101

Houston International Boat, Sport and Travel Show

GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- Shepard Exposition Services certified riggers ONLY will be allowed in aerial lifts.
- Shepard Exposition Services employees are ONLY personnel allowed to operate mechanized equipment
- Shepard Exposition Services certified riggers must assemble and disassemble ALL overhead rigging including:
  *Overhead Truss
  * Attachment and removal of light fixtures for truss or signs
  * Assembly of hanging sign frame and graphics
  * Additional installation required for chain motors, span sets and other packages.
- Shepard Exposition Services certified riggers must install and remove ALL hanging materials that will be flown overhead.
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign and additional fees will apply.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).

CHECKLIST FOR ORDERING HANGING SIGNS

- ☐ **Submit Payment Authorization Form**
  (OR Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)
- ☐ **Order Assembly Labor to have your sign built by Shepard Certified Riggers**
  (Fill out top section of the Hanging Sign Overhead Rigging Form)
- ☐ **Order Install and Dismantle for all Hanging Signs, Truss and Motors**
- ☐ **Order any necessary Chain Motors, Rotating Motors and Truss**
  (Remember to place separate electrical order to power any motors!)
- ☐ **Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.**
- ☐ **Package Hanging Sign(s) in a separate container from exhibit materials**
- ☐ **Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual**
- ☐ **Ship Hanging Sign(s) to the Advanace Warehouse by:** Tuesday, December 29, 2015

HANGING SIGN OVERHEAD RIGGING

Houston International Boat, Sport and Travel Show

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Discount Deadline: December 18, 2015

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Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

SIGN ASSEMBLY/DISMASSEMBLY LABOR

Please indicate who will be supervising ASSEMBLY:

○ **Shepard Supervision** ○ **Exhibitor Supervised**

Please indicate who will be supervising DISASSEMBLY:

○ **Shepard Supervision** ○ **Exhibitor Supervised**

SIGN ASSEMBLY LABOR

Code	Est Total Hours	Item	Discount	Regular	Amount
69150		ST	109.69	142.60	$
69151		OT	164.56	213.95	$
69152		DT	219.38	285.20	$

SIGN DISASSEMBLY LABOR

Code	Est Total Hours	Item	Discount	Regular	Amount
69153		ST	109.69	142.60	$
69154		OT	164.56	213.95	$
69155		DT	219.38	285.20	$

****Supervisory fee is 30% of total cost or $60, whichever is greater.**

Sup install: 68069 Sup dismantle: 68073

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Doubletime: All other hours and holidays

Total Estimated Assembly/Dismantle: $

8.250% Tax*: $

Estimated Amount Due: $

Date of Assembly: _____ **Start Time** _____

Date of Disassembly: _____ **Start Time** _____

Completion Time: _____ **Number of Laborers** _____

Completion Time: _____ **Number of Laborers** _____

Please Note: Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.

OVERHEAD RIGGING CREW

RIGGING INSTALLATION

Code	Est Hours	Item	Discount	Regular	Amount
69001		ST	539.55	701.40	$
69002		OT	636.15	827.00	$
69005		DT	732.60	952.40	$

RIGGING REMOVAL

Code	Est Hours	Item	Discount	Regular	Amount
69003		ST	539.55	701.40	$
69004		OT	636.15	827.00	$
69006		DT	732.60	952.40	$

Date of Install:_____ **Start Time:**_____

Date of Removal:_____ **Start Time:**_____

*If additional crew or Labor is needed, additional charges may apply.

Total Estimated Install/Removal: $

8.250% Tax*: $

Estimated Amount Due: $

Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

***Please Note:** Shepard will process requests for rigging in the order they are received and will make all attempts to honor requested start times.

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

Must order by discount deadline date to receive advance pricing.

Additional charges will apply for additional supplies required to ensure structural integrity of overhead sign.

Additional charges may be applied by Shepard due to regulations at the facility.

REQUESTED DATE, TIME & SUPERVISION

Please indicate below who will be present to supervise sign assembly and installation:

☐ Shepard Supervision ☐ Exhibitor Supervision ☐ Display House (EAC)

If Shepard Supervision is required, please request date and time:

Assembly: Date: _____ Time: _____

Install: Date: _____ Time: _____

Dismantle: Date: _____ Time: _____

Please complete the following:

Subtotal: $

Company Name: _____ **Booth #:** _____

8.250% Tax*: $

Contact Name: _____ **Phone #:** _____

Amount Due: $

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written notice 48-hours prior to move-in will be charged a one (1) hour cancellation fee.

*** All tax rates are subject to change.**

OVERHEAD RIGGING EQUIPMENT

Houston International Boat, Sport and Travel Show

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Exhibit Solutions Phone: (407) 888-9669

Exhibit Solutions Fax: (407) 888-2301

Exhibit Solutions Email: orlando@shepardes.com

RIGGING GUIDELINES

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead rigging/hanging must be assembled, installed, and removed by Shepard Exposition Services certified riggers.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance. Please submit with form or via email.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.

MISCELLANEOUS EQUIPMENT

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	496.00	744.00	
69016		Half Ton Hoist/Chain Motor	437.65	656.50	
69101		1/4 Ton Hoist/Chain Motor	262.55	393.85	
69019		Rotating Motor 500 LB Limit	466.80	700.20	
69020		Rotating Motor 200 LB Limit	262.55	393.85	

☐ Rotate Clockwise

☐ Rotate Counterclockwise

Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	23.30	34.95	
6909406		12" Black Box Truss (Per FT)	23.30	34.95	
		Truss Details (QTY/Size)			
6903815		12" Silver Corner Block	87.50	131.25	
903806		12" Black Corner Block	116.70	175.05	
70067		Design Fee (Hourly)	145.85	189.60	

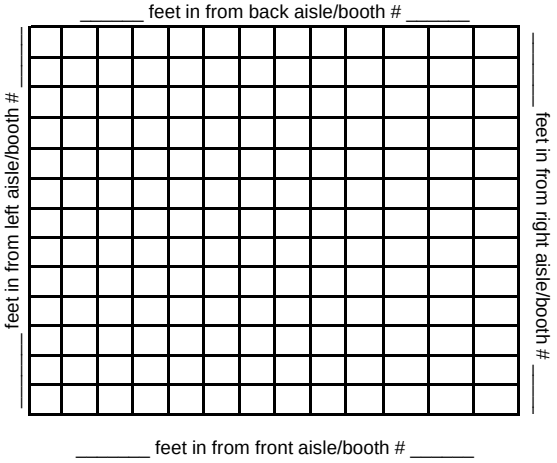
Additional Equipment and Supplies may be ordered and will be available onsite to use as needed to ensure structural integrity of the sign.

For further information, to request a design/scaled plot, or to place additional orders please contact Shepard's Exhibit Solutions Sales Department at:

ESSRentals@shepardes.com

PLACEMENT DIAGRAM

Please use the diagram below to illustrate the placement of your hanging sign(s), motors and/or truss.



SIGN DESCRIPTION, SIZE & WEIGHT

For all hanging signs (excluding banners), please provide detailed drawing (DWG or PDF if available) so hanging anchor points can be determined.

Type:	Shape:	Size:	
☐ Cloth	☐ Square	Height:	
☐ Wood	☐ Triangle	Length:	
☐ Metal	☐ Rectangle	Width:	
☐ Truss	☐ Other	Weight:	
☐ Other			

Additional Notes/Description:

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal:	$
8.250% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

*** All tax rates are subject to change.**